The Workforce Development Team can be contacted as follows:

Torfaen Social Care & Housing

Workforce Development Team

The Council Offices

Ventnor Road

Old Cwmbran

Torfaen

NP44 3JY

Tel: 01633 647694

Fax: 01633 647697

Web: http://scp.torfaen.gov.uk

TORFAEN COUNTY BOROUGH

BWRDEISTREF SIROL TORFAEN

Workforce Development Team

A User Guide to E-Booking For External Staff

E-BOOKING
TRAINING APPLICATION PROCESS

Authorised designated personnel are able to view and book staff on training courses that are available to those organisations who provide a social care service to vulnerable people living in Torfaen.

TO VIEW AND BOOK COURSES

Visit website
http://scp.torfaen.gov.uk

Follow the steps below:

1. Hover over **Training**
2. Click on **Book Online**
3. Enter your **User ID** and **Password** and click **Log in**
4. Choose your course and click on the adjacent magnifier glass
5. Click on **Enrol Delegate**
6. Choose your staff member and click on **Enrol**
7. You will be taken to a pre-enrolment screen. If all checks are satisfactory click proceed.

If you are unable to proceed please contact the Workforce Development Team.

PLEASE NOTE:
There is a limit of 2 enrolments per course per organisation.

TO WITHDRAW OR RE-ALLOCATE A STAFF MEMBER

If you need to withdraw or re-allocate a person from a course you will need to do the following:

- Follow steps 1—4
- Click on **Enrol Delegate**. This screen will allow you to withdraw or replace the relevant staff member
- Click **withdraw** or **replace** as appropriate.

HOW TO CREATE A NEW STAFF MEMBER

Visit website
http://scp.torfaen.gov.uk

- Follow steps 1—4
- Hover over **People** then click **create a person**
- Complete all relevant sections
- Click **create**

PRINTING A TRAINING REPORT / RECORD

To access team or individual training and development records please follow the following steps:

Visit website
http://scp.torfaen.gov.uk

- Follow steps 1—4
- Hover over **Training** and click on **Training History**
- Choose relevant staff member and click on **Training**

You can view and print training history from this page

HOW TO CHANGE YOUR PASSWORD

- Follow steps 1—4
- Hover over **Log Out**
- Select **Change Password**
- Complete all fields
- Click **Reset**

ALWAYS REMEMBER TO LOG OUT
AT THE END OF YOUR SESSION